RICOH
PRINT CENTER WORK ORDER

Please attach a sample

Test Security ☐ Yes ☐ No
(If "Yes", we will automatically shrink wrap)

⚠ **Please Read Carefully!** Work Orders cannot be accepted without this form and a **Budget Number!** ⚠

Budget Code: **ACCT.** __ SIX DIGITS __ **FUND** FIVE DIGITS **DEPT.** __ __ __ TEN DIGITS __ __ __

Dept. _____ Date: _____ / _____ / _____
PLEASE PRINT CLEARLY

Date/Time _____ / _____ / _____
Needed ____ : ☐AM ☐PM
(Please do NOT use "ASAP")

Full Name _____ Phone _____
PLEASE PRINT CLEARLY

Title of Print Job only, please _____
PLEASE PRINT CLEARLY

☐ I certify that the document submitted for copying, in part or whole, is not protected by U.S. Copyright Law.

☐ The document submitted for copying is copyrighted. I have attached a letter from the copyright holder authorizing reproduction.

☐ I have performed a fair use analysis and conclude this copying constitutes fair use.

Signed _____ Date _____
SIGNATURE REQUIRED

No. of **Originals**? _____
(A single sheet of paper, front & back, equals 2 originals.)

No. of **Copies**? _____

No. of **Pads**? _____

Pages per **Pad**? _____

Color Paper? _____

Color Cover? _____

Please indicate only one
☐ Black & White, _____
☐ Color, _____
Notes _____

Sides
☐ Front only (Simplex)
☐ Front and Back (Duplex)

☐ 8 1/2 x 11   ☐ 8 1/2 x 14
☐ 11 x 17   ☐ 12 x 18
Size? _____ x _____

☐ Regular Bond _____ #
☐ Text_____ #
☐ Card/Cover_____ #
☐ Coated/Text _____ #
☐ Coated/Cover _____ #
☐ Other _____ #

Finishing (if needed)

☐ Do Not Collate
☐ Collate Only
☐ Corner Staple
☐ Other Staple, _____

☐ Saddle Stitch/Staple
☐ Spiral/Comb Bind
☐ Punch 3 Hole

☐ Laminate
☐ Shrink Wrap
☐ Grommets, _____

☐ Board Foam
☐ Half Fold
☐ Tri Fold
☐ Fold Other, _____

Banner Paper
(Larger than 12x18)
☐ Regular Bond
☐ Luster Photo
☐ Vinyl

NCR Carbonless Paper

☐ 2 Part (White/Yellow)   ☐ 3 Part (White/Yellow/Pink)   ☐ 4 Part (White/Yellow/Pink/Gold)

(Updated June 2013)

☐ Approved for Printing

Approved by _____

Print Shop, Date Received

Print Shop, Date Completed

TRAC # _____

Print Shop Use Only

Job Cost Summary	Quantity / Note	Estimate / Cost
Black Copier/Printer		
Color Copier/Printer		
Other		
Padding Glue/Pad		
GBC Binding-Comb		
Laminate		
Board-Foam/Adhesive		
Grommets		
Shrink Wrap		
Off-Campus Printing		
TOTAL		